



## The American Baptist Churches USA is searching for a Meeting Planner

[www.abc-usa.org](http://www.abc-usa.org)

ABCUSA is looking for a dynamic and enthusiastic event coordinator to help us plan our key events from conception through to completion. Key to the responsibilities is the ability to provide outstanding customer service and assist in organizing memorable events that meet the quality expectations of the ABCUSA and its key partners.

**The Role of the Meeting Planner** As a core member of the Office of Travel and Conference Planning (OTCP), the **Meeting Planner** serves as the meeting coordinator for various events of ABCUSA and its key partners: ABHMS, MMBB, International Ministries. The **Meeting Planner** facilitates all aspects of the online registration software – Cvent – and as such updates databases as well as generating necessary reports, rooming lists etc. The **Meeting Planner** ensures reservation cut-off dates, deadlines and deposits are tracked and managed for all meetings managed by OTCP. The **Meeting Planner** also ensures hotel information and other post-meeting information is accurate.

### Key responsibilities

Establish positive working relationships with staff and clients to identify their needs and to ensure customer satisfaction

Set-up approved/contracted meetings in Cvent

Address registration questions for all approved/contracted Cvent meetings

Serve as the ABCUSA Biennial Mission Summit Registrar

Generate accurate and up-to-date rooming lists and various reports from Cvent

Provide data entry for *Schedular Plus* based on meeting details

Review hotel invoices against contracts for accuracy prior to submitting to ABCUSA Finance

Preparing RFPs and collect incoming data from hotels

Travel to key events as directed

Other relevant duties, as assigned.

### Education and Experience

Bachelor's degree in hospitality or events management or related field

Proven experience as an events planner or organizer

Impressive portfolio of previously managed high-level events (multi-session meetings, corporate events etc.)

Excellent time management and communication skills

Analytical thinking and problem-solving skills

Highly detailed-oriented with excellent organizational skills

High-energy self-starter

Sales skills and ability to build productive business relationships

Ability to manage multiple projects independently

Ability to work effectively and collaboratively in a diverse and multi-cultural team environment

Knowledge of meeting planning software, familiarity with Cvent strongly preferred

Knowledge of ABCUSA and Baptist polity preferred

CMP preferred

**Compensation:** Competitive compensation package including employer paid contributions to a 403b retirement plan, healthcare benefits (medical, dental & vision) and paid time off (vacation, sick leave and holidays).

If you are ready to be a part of this dynamic organization, send Cover Letter & Resumé to

[Lmiraz@abc-usa.org](mailto:Lmiraz@abc-usa.org)